

1 February 2000

## MEMORANDUM FOR THE INFORMATION MANAGEMENT &amp; ANALYSIS TEAM

SUBJECT: Employee Work Assignments and Accountability

The enclosed work assignments identify primary and secondary responsibilities for members of the Information Management & Analysis Team. The assignments are intended to meet current / future challenges that will impact on the mission and functions of the office. In addition, it is essential that our team continue to provide the technical expertise, operational assessment, and corporate support necessary for successful execution of DCMA Industrial Analysis Center's mission. This includes:

A. Providing process expertise, policy implementation, assistance and assessment reviews, operational consistency, specialized training, management of internal controls, technical analysis of data (PLAS, Metrics, performance efficiencies), and integrated best practices.

B. Maintaining and upgrading the information management system, hardware, software, LAN, data base administration process, programming and other systems support and communications.

C. Providing Corporate Support (strategic and performance planning, position management and related services, resource management and budget planning, Monthly Management and Financial Management Reviews, and property management).

D. Performing a variety of management support and administrative services.

The Information Management & Analysis Team is an integral part of the organization which is interwoven with the other Industrial Analysis Center teams, not just a layer of staff. It is this philosophy that ensures mission success.

Hugh Bradley  
Chief, Info Mgmt & Analysis Team (NNS)

Provided below are the primary work assignments / responsibilities associated with the Industrial Analysis Center's NNS Team. Also included are the designated secondary / backup work assignments, where applicable.

Al Mieskolainen

Primary - Planning

Secondary - Assessment & Feedback, FMR / Process Program Manager.

Dolly Guarini

Primary - Assessment & Feedback, Internal / External IAS Training

Secondary - Planning

Roe Veteri

Primary - Resourcing & Budget, FMR / Process Program Manager

Secondary - Planning, Assessment & Feedback, Security

Jim Averell

Primary - Economics

Secondary - Financial / Economics

Sharon Martin

Primary - Info System / Database Administrator, PLAS Administrator, TASO

Secondary - Information Mgmt Services, ADP Maintenance / Upgrade

Linda Hutchinson

Primary - ADP Maintenance / Upgrade, Program Analysis and Programming

Secondary - Info System / Info Mgmt Services

Bob Hull

Primary - Info Mgmt Services, Facilities / Property, Public Affairs

Secondary - ADP Maintenance / Upgrade

Barbara Marcucci

Primary - Admin, Training Coordinator

Secondary - Travel

Florence Saunders

Primary - Admin, Travel Coordinator

Secondary - Training

Pat Coyle

Primary - Admin

Secondary - Resourcing & Budget, Internal / External IAS Training, TASO